

17 October 1977

MEMORANDUM FOR: Training Officer,
FROM : NFAC Senior Training Officer
SUBJECT : Management for Equality of
Opportunity Course

1. The Office of Training has replaced the EEO Seminar with the Management for Equality of Opportunity Course. This course is designed to sensitize Agency managers and supervisors to the need for providing equal opportunity to all employees and educate them about the concept of affirmative action as it applies to CIA.

2. All managers and supervisors should attend the course. It should be taken by all new managers and supervisors soon after their appointment to a managerial or supervisory position. The only requirement for attendance is that the nominee occupy a managerial or supervisory position within CIA. Grade is not a criterion.

3. Your office has been allocated one space in each of the following runnings of the Management for Equality of Opportunity Course and you are expected to fill the spaces that have been allocated to you:

24-26 July 1978

4. Please submit a Form 73 for each candidate to NFAC Administrative Staff at least two weeks prior to the beginning of the course.



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